

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-833

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Agency
Charles County Government

Division/Unit
Human Resources

Item No.	Description	Retention
1	Human Resources General Correspondence Incoming letters, outgoing letters, memorandum and miscellaneous departmental and outside agency information.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the MD State Archives.
2	Employee Leave Records Annual departmental employee leave records.	Retain for three years after employee termination, then destroy.
3	Employee Personnel Records Files contain original applications, evaluations, awards, disciplinary actions, promotion letters, salary information, written correspondence, etc.	Retain for three years after employee termination, then destroy.
4	Recruitment Files Files contain employment applications, job descriptions, personnel requisitions and approvals to hire, job advertisements, and interview schedules.	Retain one year from date of action, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Date

Signature

Typed Name Eugene T. Lauer

Title County Administrator

Schedule Authorized by State Archivist

Date JUN 22 1998

Signature

Edward C. Saperstein

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-833**

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Human Resources

Item No.	Description	Retention
RISK MANAGEMENT FILES		
1	Charles County Commissioners Notice of Claims and Lawsuits Files contain correspondence related to notice, accident reports and investigative findings.	Notice of claim with no further action, retain 5 years, then destroy. Notice of claim with lawsuit filed, retain 7 years after settled, then destroy.
2	OSHA Log and First Report of Injury/Illnesses Files contain injury/illness accidents, medical evaluations and invoices for payment.	Retain in Human Resources Office custody for 5 years following the year to which they relate and then destroy.
3	Dept. of Transportation Random Drug Testing Files contain names of employees tested, test results, and testing bills.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
4	Material Safety Data Sheets Files contain material safety data sheets for chemicals and describe the common name and the manufacturer's name of each chemical, first aide treatment procedures and fire fighting procedures.	Retain for 40 years after discontinued use of the specific chemical, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

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Human Resources

Item No.	Description	Retention
BENEFIT ADMINISTRATOR FILES		
1	Employee Benefit Files Files contain health insurance information, life insurance information, and all other benefit information.	Retain for three years after employee termination or one year after termination of plan, then destroy.
2	Employee FMLA Files Files contain information and documentation of employee leave usage covered by the Family Medical Leave Act.	Retain for three years after employee termination, then destroy.
3	Retired Employee Benefit Files Benefit information on employees that have retired from Charles County Government. Files contain current health insurance information.	Retain for three years after employee termination or one year after termination of plan, then destroy.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u> </u>	
1. Department/Agency <i>Charles County Government</i>		2. Division <i>Human Resources</i>		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>Correspondence Files</i>				5. Earliest Year/Latest Year <i>1987 to Present</i>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <i>Miscellaneous departmental information and outside agency information.</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <div> <u>9</u> Number </div> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <u>10</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>			
13. Current Location(s) (Bldg., Floor, Room) <i>Personnel</i>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <div style="text-align: center;"> <i>USE GENERAL RETENTION</i> <i>10 Years</i> <i>REVIEW ANNUALLY</i> <i>General</i> <i>Personnel</i> </div>			
19. Name and Title of Preparer		20. Telephone Number		21. Date	

Instructions - Type or Print a separate form for each now or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u> </u>	
1. Department/Agency <u>Charles County Government</u> <u>Personnel</u>		2. Division <u>Human Resource</u>		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>Leave Records</u>				5. Earliest Year/Latest Year <u>1986 to 1996</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <u>End of year leave records.</u>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Yearly</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) <u>Personnel Department</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s)) <u>Confidential</u>		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>3 yrs AFTER TERMINATION - THEN DESTROY</u>			
19. Name and Title of Preparer		20. Telephone Number		21. Date	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u> </u>	
1. Department/Agency <u>Personnel</u> <u>Charles County Government</u>		2. Division <u>Human Resources</u>		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>Personnel Files</u>				5. Earliest Year/Latest Year <u>1973</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Active and Inactive employee files contain applications, evaluations, disciplinary actions, promotion letters, and salary information.</u>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10 Active Emps.</u> <input checked="" type="checkbox"/> File Drawer(s) <u>10 Terminated</u> <input type="checkbox"/> Microfilm Reel(s) Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After ? _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) <u>Personnel Department File Room</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s)) <u>Confidential Information</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>Permanently</u> <u>RETAIN FOR 3 YRS AFTER TERMINATION</u> <u>THEN DESTROY</u>			
19. Name and Title of Preparer		20. Telephone Number		21. Date	

Instructions - Type or Print a separate form for each now or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u> </u>	
1. Department/Agency <u>Personnel</u> <u>Charles County Government</u>		2. Division <u>Human Resources</u>		3. Unit 	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>Recruitment Files</u>				5. Earliest Year/Latest Year <u>1995 to Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <u>Applications for employment with job descriptions, personnel requisitions, authorization to hire and job ads.</u>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) <u>Personnel File Room</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>2 years</u> <u>1 yr from DATE of ACTION. THEN DESTROY</u>			
19. Name and Title of Preparer		20. Telephone Number		21. Date	

Instructions -- Type or print a separate form for each new or revised record series.		AGENCY RECORDS INVENTORY Page <u>5</u> of <u>X</u>	
1. Department/Agency XXX Charles County Government	2. Division XXX Human Resources	3. Unit/Program XX	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title XX FMLA Files for Employees, Employee Benefit Files, & Retirement Files		5. Earliest Year / Latest Year XX to XX	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) x Files contain health insurance information on employees, retirement information, life insurance information, all other benefit information.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>6</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after <u>Termination of</u> _____ Month(s) _____ Year(s) <u>employment or benefits</u>	
13. Current Location(s) (Building, Floor, <u>Room</u>) xx xx xx Benefit Administrator's Office		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x Confidential x Employee Information		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Active Files Permanently Inactive Files 3 years after termination THEN DESTROY	
19. Name and Title of Preparer Name GINA Wright Title Assistant Director OF Human Resources	20. Telephone Number ### 301-645-0587	21. Date XX 4/1/98	

1 YR AFTER TERMINATION OF PLAN

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Personnel		2. Division Risk Management		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Department of Transportation (D.O.T.) Random drug testing				5. Earliest Year/Latest Year <u>1994</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Names of employees pulled for the random drug test, results of the test and a copy of the bill for each test. The use of this record is required by the D.O.T. The file needs to be retained for five years from the date of the test.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>n/a</u> Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) Personnel Office Safety Officers Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 5 years <u>1 Year</u> <u>over</u>			
19. Name and Title of Preparer		20. Telephone Number		21. Date	

RETAIN FOR 5YRS AND UNTIL
ALL Audit Requirements
Have been fulfilled, Then
DESTROY.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Personnel	2. Division Risk Management	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Material Safety Data Sheets (M.S.D.S.)		5. Earliest Year/Latest Year _____ to <u>1997</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. The common name of the chemical and the manufacturers name of the chemical. First aide treatment procedures and fire fighting procedures.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By Dept.</u>	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <u>M.S.D.S.</u> <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) <u>3-ring binder</u> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <u>M.S.D.S.</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) <u>3-ring binder</u>
11. File is Used: <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) Personnel Office Safety Officers Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>All Depts. which have any chemicals</u>
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>RETAIN FOR</u> 40 years after discontinued use of the specific chemical, <u>THEN DESTROY.</u>
19. Name and Title of Preparer	20. Telephone Number	21. Date

1. Notice of claim, with no further action,
Retain 5 yrs, then Destroy.

2. Notice of claim with lawsuit filed,
Retain 7 yrs. After settled, then
Destroy.

